



EMERGENCY EVACUATION PLAN

FOR EVENT LEADERS

REDISCOVER CHURCH, NORTHERNHAY STREET, EXETER, EX4 3ER

As an event leader, in case of a fire or other emergency, you are responsible for ensuring this plan is followed to ensure the safe evacuation of the church building. Please ensure you have read in full this document, and if there are any questions contact the Church Office.

In the event of a fire:

- 1) The Fire Alarms will go off OR Activate the siren on a megaphone (located in the fire evacuation bag at the Media Desk in the Auditorium or at Reception in the Offices)
- 2) Evacuate the building
 - **Auditorium** - Through the main side entrances, or if not possible through the back organ entrance which leads to the Prayer Room
 - **Downstairs** - Through the main entrance, or if not possible through the back organ entrance in the Prayer Room

Ensure that everyone leaves the building (and if safe to do so please check the Toilets, Upper Room and downstairs areas including the Prayer Room and Offices)

- 3) Collect on exit from the building a Snatch Board (with a map of the church on) located in the passageway of the downstairs offices or in the upstairs entrance side foyer
- 4) Phone 999 and provide the address located at the top of this document
- 5) Lead the group that you are with to the following safe location:

FIRE EVACUATION POINT

OUTSIDE NORTHERNHAY STREET CAR PARK

(DOWN THE HILL FROM THE CHURCH BUILDING)

- 6) Account for all persons that are with you
- 7) Phone Mark Pugh (Lead Pastor) or another Rediscover Church Staff Member to inform them that an evacuation has taken place
- 8) When the emergency services have arrived, if known, inform them of the location of the fire and give to them the Snatch Board which has a map of the building on it

Fire Extinguishers

- Should only be used where staff and volunteers have received training and feel confident in their use. Any fire larger than a waste paper bin should not be tackled
- Personal safety takes priority and, if in any doubt, staff should not attempt to extinguish a fire

First Aid Boxes

- Can be found around the building: rear of auditorium above electrics cupboard, outside lower kitchen and downstairs office Reception